

# WELCOME TO THE SAFEKEEPING INVENTORY SYSTEM



State of New Jersey  
Division of Taxation  
Unclaimed Property  
Safekeeping Section

# **SAFEKEEPING INVENTORY SYSTEM (SIS)**

## **Table of Contents**

- Introduction to the program
- General Reporting Requirements
- SIS Installation Instructions
- SIS Main Menu
- SIS Holder Screen
- SIS Owner Screen
- Categorization of Contents
- SIS Contents Screen

### **Categories**

- (1) Stock/Securities
- (2) Bonds/CD's
- (3) Checks
- (4) Contraband
- (5) Notes/Currency
- (6) Jewelry
- (7) Collectibles
- (8) Miscellaneous
- (9) Stamps
- (10) Gems/Metals
- (11) US Savings Bond
- (12) Wills/Important Papers
- (13) Worthless

- Contraband Procedures

Appendix

## **Introduction to the State of New Jersey's Safekeeping Inventory System**

The Safekeeping Inventory System was designed to create a uniform standard for the reporting of information regarding the contents in unclaimed safekeeping boxes/units. The program detail enhances the State's ability to return or auction the unclaimed safekeeping contents. **The Inventory System is voluntary, but recommended by the office of Unclaimed Property.**

There is a new major feature. It is the delineation of categories and sub-categories for the contents. This feature will facilitate a more accurate inventory, assist in cataloguing contents, and streamline the appraisal and auctioning process.

The Safekeeping Inventory System will create efficiencies in the amount of time it takes to inventory some of the designated categories. In addition, it will provide users with the ability to store, organize and transfer information in one format.

This new inventory system requires the mandatory inclusion of estimated values for the contents (N.J.S.A.17:14A-51, N.J.A.C. 18:13-1.4). The following categories are exceptions: Worthless, Wills/Important Papers, Contraband, and Stocks/Securities. All other categories **must** have a stipulated estimated value or they will not be accepted as part of the report/inventory.

The accuracy and completeness of the information reported is critical. Owner information provided by the Holder becomes a key link in establishing rightful ownership. The inclusion of known addresses and social security numbers is of tremendous value in the claiming process.

- The Safekeeping Inventory System is a simple design that consists of three main screens:
  - 1) Holder Screen – information related to the entity reporting.
  - 2) Owner Screen – information establishing ownership.
  - 3) Contents Screen – inventory of box/unit contents.
- Each of these screens has two different forms:
  - 1) Data Entry Form – information is entered on this form.
  - 2) List Form – information inputted appears on this form.

Before attempting to use this system, please read through the instructions to have a clear understanding of the entire program.

**State of New Jersey**  
**Unclaimed Safe Deposit or Other Safekeeping Repository Contents**  
**General Reporting Requirements**

*The following information is intended only as a general guide of your obligations to report unclaimed safekeeping contents. The Statute (Public Laws of 1989, Chapter 58, New Jersey Statutes 46:30B-1 et seq.) and relevant administrative code attached should be referenced for a complete statement of the law and its various details.*

**REPORTING**

The unclaimed safe deposit general reporting requirements must be sent to this office **before November 1**, of each year as of the proceeding June 30. If you have any questions on safekeeping reporting, please contact Kem Springsteen at (609) 633-2024.

State of New Jersey  
Department of Treasury  
Unclaimed Property  
Safekeeping Unit  
PO Box 446  
Trenton, NJ 08695 - 0446

Please note: This office will not accept delivery of safekeeping contents by mail or in person from a holder. **You must not send the actual safekeeping contents.** Safekeeping contents will only be accepted after representatives from our office have reviewed the report and contents **at your location**. This office will contact you prior to the inspection.

An estimated value must be provided for each individual item listed on the report per N.J.A.C. 18:13-1.4. If the value for the each item is not recorded, the report will be returned to the holder, unless the item is categorized as "worthless" "wills/important" papers", "contraband" or "stocks/securities" (See Categorization attachment).

**NOTICE**

You are required to give a written notice to the apparent owner not more than 120 days before the report is filed provided that you have a last known address and the property is valued at \$ 50.00 or more (N.J.S.A. 46:30B-50).

**ABANDONMENT CRITERIA**

A holder of unclaimed safekeeping contents is required under N.J.S.A. 46:30B-45 to report the contents to the State if the safekeeping contents remain unclaimed by the owner for more than five years after the lease or rental period has expired.

## **REPORT YEAR**

The statutory cycle for safekeeping contents is July 1 through June 30. The abandonment period is five years after the lease or rental period has expired. The report year is the year in which the report is due (before November 1 following the 12-month period ending in June 30).

## **OWNER REQUIREMENTS**

Each owner's contents must be reported individually, and not intermingled with the contents of other owners. Each owner must stand alone with regard to lien charges, sale expenses, and sale proceeds.

## **INVENTORY OF CASH**

Cash must be maintained in its original form, and not co-mingled with cash of other owners. It must not be converted to any other cash instruments.

## **INVENTORY OF MISCELLANEOUS PAPERS**

Miscellaneous papers can be lumped together and listed in category 13 under worthless. Only one important document should be detailed in category 12 under wills/important papers.

## **CONTRABAND**

If weapons or contraband items (guns, bullets, knives over 4 1/2 inches long, illegal drugs, etc.) are found at the time of drilling, the Holder should immediately notify the proper authorities.

**Do not wait 5 years to inform the proper authorities!** Follow your internal policy regarding Contraband. The Holder must document the action taken. (See attached letter for specific documentation.) Unclaimed contraband will not be accepted until the stated procedure is complete.

## **SALE BY HOLDER OF SAFEKEEPING CONTENTS**

A holder of safekeeping contents may elect to conduct its own sale or auction (NJ 17:14A-51). If a holder conducts a sale or auction of safekeeping contents, the proceeds less any lien charges, storage costs, and advertising costs must be reported and remitted to the state five years after the lease or rental period has expired. The report must identify the individual items sold as well as items not sold on the safekeeping report. The excess proceeds must accompany the Unclaimed Safekeeping Report. The lien charges and sale expenses can only be deducted from each individual box/unit. The Holder may not add together proceeds from all box/units and seek total reimbursement for all lien charges and sale expenses. Proof of costs for each individual box/unit must be maintained by the holder. Each box/unit must be accounted for separately in all respects.

## **DESTRUCTION OF CONTENTS**

Contents that remain after a sale or auction, may be destroyed by a holder **after** the items are verified as “worthless” by a state field representative (N.J.A.C. 18:13-1.6). Items considered “worthless” are items of insubstantial commercial value including, but not limited to, personal letters, food items (of any type), clothing (exclusive of furs), dentures, eyeglasses, personal prosthetic devices, inexpensive trinkets, ashtrays, paperweights, High School/College textbooks, notebooks-with/without personal writing, personal snapshots/pictures, newspapers/magazines, personal documents, certificates, diplomas, receipts – gas/electric/telephone/rent, training manuals (any profession), paperback books, and paper clips/elastic bands (N.J.A.C. 18:13-1.4 ).

## **RECORD RETENTION**

A holder of unclaimed safekeeping contents is required to maintain records related to safekeeping items for a period of five years after the report is filed with the State. This includes any records related to the original postings, certifications by notary public, lien charges, storage costs, advertising costs, or other records related to the safekeeping contents.

## **Important Internet addresses are as follows:**

*State of New Jersey, Division of Taxation*

<http://www.state.nj.us/treasury/taxation>

➡ **Click Keyword: Unclaimed Property**

Links:

*Unclaimed Property Safekeeping Reporting*

**Unclaimed Property Safekeeping Claim Search**

*Unclaimed Property Reporting*

**Unclaimed Property Claim Search**

*New Jersey Statutes*

<http://www.njleg.state.nj.us>

**National Association of Unclaimed Property Administrators (NAUPA)**

<http://www.unclaimed.org>

## **SIS INSTALLATION INSTRUCTIONS**

- **To install application** – insert CD into proper drive. The setup routine should begin to run automatically. If it does not, go into Windows Explorer on your PC. Click on the CD drive to see a list of files. Find the file named SETUP.EXE. Double Click on this file name to start the installation.
- The setup routine will guide you through several screens as follows:
  1. Welcome - Click NEXT to continue, CANCEL to quit.
  2. User Information – Type in your own name and company. Click NEXT to continue, CANCEL to quit, or BACK to return to previous screen.
  3. Choose Destination Location – An icon will be created for you for easy access to the application at this path or another if you decide to change it. Click NEXT to continue, CANCEL to quit, or BACK to return to previous screen.
  4. Select Program Folder – You may choose where to place the icon for the application. The default location is on your desktop. Click NEXT to continue, CANCEL to quit, or BACK to return to previous screen.
  5. Start Copying Files - Click NEXT to continue, CANCEL to quit, or BACK to return to previous screen.
  6. Progress – SETUP displays progress of installation.
  7. Setup Complete – If any errors occurred, BACK will be available to return to previous screens. Click FINISH to complete setup.
- Setup will create an icon that looks like a combination lock, labeled “NJ Safekeeping Inventory”. This will be on your desktop unless you elected to place it elsewhere, such as in your Accessories folder. Double Click on the icon to start the application.
- The first thing you will see is a startup screen. This screen only appears when you first enter the application. If the application (outermost window) is not maximized, maximize it before you do anything else.
- On the startup screen, Click CONTINUE. This will bring up the Main Menu.
- The Main Menu is your starting point for all the functions of the application. The HELP screens, accessible via the drop down menu at the top of the screen, will guide you through each of the screens and their functions.
- If the screens are too large for your desktop, you may have to change the resolution. To do this, go into My Computer, then into Control Panel, then into Display, Click on the Settings tab and change the size of the Screen Area. The screens were designed using 800 X 600. Anything less may be too small for the screens. Larger settings will make the screens appear smaller on your monitor.

# **SAFEKEEPING INVENTORY SYSTEM**

## **MAIN MENU**

**VIEW HOLDER RECORD:** Select a holder that was already inputted by clicking the down arrow. Holders are identified by name and Federal Identification Number (FID). Click mouse once for desired selection. This action will bring you to the Holder screen.

**ADD NEW HOLDER RECORD:** Click “Add New Holder”. This action will bring you to the Holder screen. Enter information and proceed through program.

**PRINT REPORTS:** Click “Reports”. First select the Holder name then Click “Print”.

**PERFORM MAINTENANCE:** To Create a Diskette  
Click “Maintenance”. Select a Holder and “Create Diskette”, insert Diskette, Click “OK”.

To Process Deletes  
Click “Maintenance”. Select a Holder and “Process Deletes”, Click “OK”. Click appropriate button for deletion. Can delete an entire report, prior holder or specific owner information.

### **Notes:**

- 1) Each branch or subsidiary is considered a new holder, therefore you **must** select “Add New Holder Record” for each branch.
- 2) Each branch **must** be selected separately when creating a diskette.
- 3) The user must click “Save” in order to proceed through Holder, Owner, and Content screens.
- 4) The “Close” button on the Main Menu will close the application entirely.

## **HOLDER SCREEN**

<b>Holder FID:</b>	The Federal Identification Number of the holder. This field is required.
<b>SFX:</b>	This designation applies if there is more than one branch in a given city. For example, it may range from 1-99 or 1A, 2A, etc, depending on the # of branches in the same city.
<b>RPT YR:</b>	Items meeting the 5-year abandonment criteria for 7/1 to 6/30 that are due before 11/1 of that year. Enter the year of the due date.
<b>Branch:</b>	Enter the city where the branch of the holder is located from which the contents originated. (Note: Each branch must be treated as a separate holder.)
<b>Holder Name:</b>	Refers to the full name of the holder organization.
<b>State of Incorp.:</b>	The State where the holder organization is incorporated.
<b>Holder Addr. 1:</b>	List the holder's address where the safekeeping contents are located.
<b>Holder Addr. 2:</b>	This is to continue the holder's address if needed. Include building number or any other additional information.
<b>Holder City:</b>	City of the holder in which the safekeeping contents are located.
<b>State:</b>	State of the holder in which the safekeeping contents are located.
<b>Zip:</b>	Zip code of the holder in which the safekeeping contents are located.
<b>Contact Name:</b>	The contact name of the person in charge of the safekeeping unit/repository.
<b>Contact Title:</b>	Title of the contact person. (example; Supervisor, Vice President)
<b>Contact Add. 1:</b>	Contact's address of employment.
<b>Contact Add. 2:</b>	This is to continue the contact's address if needed. Include building number or any additional information.
<b>Contact City:</b>	City where the contact employee of the holder is located.
<b>State:</b>	State of the contact's location.
<b>Zip:</b>	Zip code of the contact's location.

## **HOLDER SCREEN (Continued)**

<b>Phone:</b>	Contact's phone number.
<b>Submission Date:</b>	Date the report is being submitted / mailed, include month, day, year.
<b>Verification Date:</b>	The date the State Field Representative completes the inventory of the safekeeping contents. <i>(State use only)</i>
<b>Comment:</b>	Enter additional information not covered in previous fields.
<b>Box Count:</b>	The number of individual box/units inventoried. <i>(automatic)</i>
<b>Prior Holder Count:</b>	Refers to the number of previous holders, if you are a successor holder of the safekeeping contents. <i>(automatic)</i>
<b>Total Notes/ Currency Face Value:</b>	Refers to the total <b>face value</b> of U.S. notes/currency without adding collector value. <i>(automatic)</i>
<b>Total Estimated Value:</b>	Refers to the sum total of adding notes/currency base value with individually appraised items. <i>(automatic)</i>
<b>Add/View Prior Holders:</b>	Use to list the name(s) and the Federal Identification Number(s) of all previous holders of the property if you are a successor. If you have changed your name during the time in which you held the property, list the prior name(s) and the Federal Identification Number(s).
<b>Save:</b>	Click to save inputted information. Users must save before moving on to another screen.
<b>Cancel:</b>	Click to cancel an action.
<b>Enter New Holder:</b>	Click to input new holder information.
<b>Add/View Owners:</b>	Click to enter owner information. This will take the user to the owner page.
<b>Close:</b>	Click to close or exit screen.

## **OWNER SCREEN**

<b>Assigned Number:</b>	Order in which box/unit(s) are inputted. ( <i>automatic</i> )
<b>Abandoned:</b>	The date the property was considered abandoned, which is 5 years after the owner's failure to pay rents due.
<b>Owner Box/Unit #:</b>	The number of the Safe Deposit Box/Unit that was assigned by the holder.
<b>Storage Box Number:</b>	The number of the storage box assigned by the State Field Representative. ( <i>state use only</i> )
<b>Title/Other</b>	Input complete account title. (example; and/or, custodian, Mr./Mrs.)
<b>Property Code:</b>	The (Safety Deposit Code) SD01-safe deposit contents, SD02-other safekeeping repositories, SD03-other tangible property.
<b>Holder Charges:</b>	Lien charges; means the amount due to the holder for rental to the time of removal of contents, and costs of opening, repairing, and restoration.
<b>Owner Count:</b>	The number of owners for a box/unit. ( <i>automatic</i> )
<b>Comment:</b>	A space to add any additional, relevant information not covered in previous fields.
<b>Item Count:</b>	The total number of items in a box/unit. ( <i>automatic</i> ).
<b>Notes/Currency Face Value:</b>	Refers to the face value of United States currency without adding potential collector value. This automatically tallies the cumulative value.
<b>Estimated Value:</b>	Refers to the sum of notes/currency face value and the cumulative estimated value of all contents. ( <i>automatic</i> )
<b>Seq #:</b>	The number of owners of the box/unit. ( <i>automatic</i> )
<b>Last Name:</b>	Box/unit owner's last name.
<b>First Name:</b>	Owner's first name.
<b>Initial:</b>	Owner's middle initial.

## **OWNER SCREEN, (Continued)**

<b>Name SFX:</b>	The owner is a Jr., Sr., etc.
<b>SS# / FID:</b>	Box/unit owner's Social Security Number, if company Federal Identification Number.
<b>Address 1:</b>	Street address of the owner.
<b>Address 2:</b>	This is to continue the owner's address if needed. Include building number or any additional information.
<b>City:</b>	City of the owner's address.
<b>State:</b>	State of the owner.
<b>Zip:</b>	Zip code of the owner.
<b>Country:</b>	Country of residence of the owner, if other than USA.
<b>Save:</b>	Click to save inputted information. Users must save before moving on to another screen.
<b>Cancel:</b>	Click to cancel an action.
<b>Add additional Owner:</b>	Click to add an additional owner to the current owner box/unit.
<b>Add / View Contents:</b>	Click to input the contents of an owner's box/unit. This will take the user to the Content screen.
<b>Enter New Owner:</b>	Click to enter new owner information.
<b>Close:</b>	Click to close or exit screen.

## **SAFEKEEPING CATEGORIES**

1.

### **STOCKS/SECURITIES**

STOCK  
STOCK WARRANT  
MUTUAL FUND  
MONEY MARKET  
US GOVN'T AGENCY  
OTHER

2.

### **BONDS/CD'S**

MUNICIPAL BOND  
FOREIGN BOND  
CD'S  
CORPORATE BOND  
TREASURY BILL  
ANNUITY  
IRA  
OTHER

3.

### **CHECKS**

SOC.SEC.CHECK  
MONEY ORDER  
CASHIERS CHECK  
TRAVELERS CHECK  
PENSION CHECK  
DIVIDEND CHECK  
OTHER

4.

### **CONTRABAND**

KNIFE  
GUN  
DRUG  
COUNTERFEIT MONEY  
BULLET  
OTHER

5.

### **NOTES/CURRENCY**

FOREIGN PAPER CURRENCY  
ONE DOLLAR  
TWO DOLLAR  
FIVE DOLLAR  
TEN DOLLAR  
TWENTY DOLLAR  
FIFTY DOLLAR  
ONE -HUNDRED DOLLAR  
PENNY  
NICKEL  
DIME  
QUARTER  
HALF DOLLAR  
SILVER DOLLAR  
SILVER CERTIFICATE  
COIN COLLECTION  
MINT SET  
PROOF SET  
UNCIRCULATED COIN SET  
FOREIGN COIN  
SUSAN B. ANTHONY  
OTHER

6.

### **JEWELRY**

WATCH  
RING  
CHAIN  
CHARM  
EARRING  
NECKLACE  
BRACELET  
PENDANT  
CUFFLINK  
TIE TACK  
PIN  
LOCKET  
ANKELET  
OTHER

7.

### **COLLECTIBLES**

WAR MEMORABILIA  
HISTORICAL LETTER  
HISTORICAL PICTURE  
MAGAZINE  
RECORD  
OTHER

8.

### **MISCELLANEOUS**

CHIPS/TOKENS  
SILVERWARE  
TOOL  
GLASSWARE  
DISH  
RADIO  
CAMERA  
OTHER

9.

### **STAMPS**

AMERICAN STAMP  
FOREIGN STAMP  
OTHER

13.

### **WORTHLESS**

MISCELLANEOUS PAPER  
CREDIT CARD  
KEY  
FAMILY PICTURE  
JEWELRY CASE  
BOX  
MAKE-UP  
FOOD  
DENTURES  
EYEGASSES  
PROSTHETIC DEVICES  
TRINKETS  
ASHTRAYS/APAERWEIGHTS  
TEXTBOOKS  
NOTEBOOKS  
NEWSPAPERS/MAGAZINES  
CANCELLED CHECKS  
OTHER

10.

### **GEMS/METALS**

GOLD INGOT  
SILVER INGOT  
SILVERTONE BAR  
GOLDTONE BAR  
LOOSE PREC. STONE/COLOR  
OTHER

11.

### **US SAVINGS BONDS**

US SAVINGS BOND

12.

### **WILLS/IMPORTANT PAPERS**

WILL  
LIFE INS. POLICY  
PASSBOOK  
BIRTH CERTIFICATE  
CONTRACT  
PASSPORT  
DRIVERS LICENSE  
S.S. CARD

## CONTENTS SCREEN INVENTORY INSTRUCTIONS

- CLICK ON ADD/VIEW CONTENTS
- CHOOSE SPECIFIC CATEGORY BY CLICKING DOWN ARROW
- CHOOSE SPECIFIC SUB-CATEGORY BY CLICKING DOWN ARROW

**N.J. SAFEKEEPING INVENTORY**

File Edit Navigation Windows Help

**CONTENTS** Data Entry List

HOLDER FID: 000039483 SFX: 01 RPT YR: 00 OWNER BOX / UNIT #: YN0001

ASSIGNED #: 1 ITEM #: 1

CHOOSE CATEGORY AND SUB-CATEGORY (REQUIRED)

CATEGORY: US SAVINGS BONDS SUB-CATEGORY: US SAVINGS BOND

HIGHLIGHTED: COLLECTIBLES  
MISCELLANEOUS  
STAMPS  
GEMS/METALS  
US SAVINGS BONDS  
WILLS/IMPORTANT PAPERS  
WORTHLESS

OR CHOSEN CATEGORY

QUANTITY:

DESCRIPTION: US SAVINGS BONDS

TITLE: WILLS/IMPORTANT PAPERS

TITLE ADDRESS: 33 SANDY LANE, HAMILTON, NJ 08690

SSN: 102932983

NAME OF BOND / SECURITY:

CERTIFICATE NUMBER: US-11920382-H CUSIP NUMBER:

DUE DATE / DATE OF CHECK: / / NOTES/CURRENCY FACE VALUE: 0.00

DENOMINATION: 200.00 ESTIMATED VALUE: 150.00

NUMBER OF SHARES: 0.0000

SAVE CANCEL ENTER NEW OWNER ENTER NEW ITEM CLOSE

CONTENTS NUM CAPS

Start CD Player - [05] 02:12 GroupWise - Kimberly Microsoft Word - INVE... N.J. SAFEKEEPIN... 3:58 PM

### NOTES:

- 1) EACH CATEGORY WILL HAVE MANDATORY HIGHLIGHTED FIELDS TO BE COMPLETED DEPENDING ON THE CATEGORY CHOSEN. FILL OUT PROPER INFORMATION FIELDS.
- 2) THE HOLDER INFORMATION AUTOMATICALLY TRANSFERS TO THE CONTENT SCREEN.

**CATEGORY**

**SUB-CATEGORY**

***(1) STOCKS / SECURITIES***

***STOCK, STOCK WARRANT, MUTUAL FUND,  
MONEY MARKET, US GOVN'T AGENCY, OTHER***

- |                      |  |
|----------------------|--|
| ➤ SUB-CATEGORY       | (EXAMPLE: STOCK)   |
| ➤ QUANTITY           | (THIS SHOULD ALWAYS BE 1)  |
| ➤ DESCRIPTION        | (WILL BE FILLED IN WHEN CLICKING SPECIFIC SUB-CATEGORY),<br>GIVE DETAILED DESCRIPTION OF ITEM IF NECESSARY |
| ➤ TITLE              | INDIVIDUAL'S NAME ON STOCK/SECURITY  |
| ➤ NAME OF SECURITY   | NAME OF STOCK  |
| ➤ CERTIFICATE NUMBER | CERTIFICATE NUMBER   |
| ➤ NUMBER OF SHARES   | NUMBER OF SHARES   |

- ◆ CLICK SAVE WHEN COMPLETE
- ◆ TO ENTER NEW ITEM, CLICK (ENTER NEW ITEM)
- ◆ WHEN COMPLETE CLICK (ENTER NEW OWNER) OR (CLOSE)

**NOTES:**

1. EACH STOCK / SECURITY HAS TO BE ENTERED INDIVIDUALLY.
2. IF INFORMATION IS NOT AVAILABLE, N/A SHOULD BE ENTERED.

**CATEGORY**

**SUB-CATEGORY**

**(2) BONDS / CD's**

***MUNICIPAL BOND, FOREIGN BOND, CD'S, CORP.  
BOND, TREASURY BILL, ANNUITY, IRA, OTHER***

- |                      |  |
|----------------------|--|
| ➤ SUB-CATEGORY       | (EXAMPLE: MUNICIPAL BONDS)   |
| ➤ QUANTITY           | <b>(THIS SHOULD ALWAYS BE 1)</b>   |
| ➤ DESCRIPTION        | (WILL BE FILLED IN WHEN CLICKING SPECIFIC SUB-CATEGORY),<br>GIVE DETAILED DESCRIPTION OF ITEM IF NECESSARY |
| ➤ TITLE              | INDIVIDUAL'S NAME ON BOND / CD   |
| ➤ CERTIFICATE NUMBER | (IF NO NUMBER FOUND, N/A IS ENTERED)   |
| ➤ DUE DATE           | DATE BOND/CD IS DUE  |
| ➤ DENOMINATION       | AMOUNT OF BOND/CD  |
| ➤ ESTIMATED VALUE    | FACE VALUE OF BOND/CD  |

- ◆ CLICK SAVE WHEN COMPLETE
- ◆ TO ENTER NEW ITEM, CLICK (ENTER NEW ITEM)
- ◆ WHEN COMPLETE CLICK (ENTER NEW OWNER) OR (CLOSE)

**NOTES:**

1. EACH BOND / CD MUST BE ENTERED INDIVIDUALLY.
2. IF INFORMATION IS NOT AVAILABLE, N/A SHOULD BE ENTERED.

**CATEGORY**

**SUB-CATEGORY**

**(3) CHECKS**

***SOC. SEC. CHECK, MONEY ORDER, CASHIERS CHECK  
TRAVELERS CHECK, PENSION CHECK, DIVIDEND  
CHECK, OTHER***

- |                   |  |
|-------------------|--|
| ➤ SUB-CATEGORY    | (EXAMPLE: SOC. SEC. CHECK)   |
| ➤ QUANTITY        | <b>(THIS SHOULD ALWAYS BE 1)</b>   |
| ➤ DESCRIPTION     | (WILL BE FILLED IN WHEN CLICKING SPECIFIC SUB-CATEGORY),<br>GIVE DETAILED DESCRIPTION OF ITEM IF NECESSARY |
| ➤ TITLE           | INDIVIDUAL'S NAME ON CHECK   |
| ➤ CHECK NUMBER    | CHECK NUMBER   |
| ➤ DATE OF CHECK   | CHECK DATE   |
| ➤ AMOUNT          | \$ AMOUNT OF CHECK   |
| ➤ ESTIMATED VALUE | FACE VALUE OF CHECK  |
- 
- ◆ CLICK SAVE WHEN COMPLETE
  - ◆ TO ENTER NEW ITEM, CLICK (ENTER NEW ITEM)
  - ◆ WHEN COMPLETE CLICK (ENTER NEW OWNER) OR (CLOSE)

**NOTES:**

1. EACH LIVE CHECK HAS TO ENTERED INDIVIDUALLY.
2. IF INFORMATION IS NOT AVAILABLE, N/A SHOULD BE ENTERED.

**CATEGORY**

**SUB-CATEGORY**

**(4) CONTRABAND**

***KNIFE, GUN, DRUG, COUNTERFEIT MONEY, BULLET,  
OTHER***

- SUB-CATEGORY (EXAMPLE: KNIFE)
- QUANTITY NUMBER OF ITEMS
- DESCRIPTION (WILL BE FILLED IN WHEN CLICKING SPECIFIC SUB-CATEGORY),  
GIVE DETAILED DESCRIPTION OF ITEM IF NECESSARY

- ◆ CLICK SAVE WHEN COMPLETE
- ◆ TO ENTER NEW ITEM, CLICK (ENTER NEW ITEM)
- ◆ WHEN COMPLETE CLICK (ENTER NEW OWNER) OR (CLOSE)

**NOTES:**

1. NO ESTIMATED VALUE REQUIRED.
2. SEE GENERAL REPORTING REQUIREMENTS AND APPENDIX REGARDING CONTRABAND.

**CATEGORY**

**SUB-CATEGORY**

**(5) NOTES / CURRENCY**      ***FOREIGN PAPER CURRENCY, ONE DOLLAR, TWO DOLLAR, FIVE DOLLAR, TEN DOLLAR, TWENTY DOLLAR, FIFTY DOLLAR, ONE-HUNDRED DOLLAR, PENNY, NICKEL, DIME, QUARTER, HALF-DOLLAR, SILVER DOLLAR, SILVER CERTIFICATE, COIN COLLECTION, MINT SET, PROOF SET, UNCIRCULATE COIN SET, FOREIGN COIN, OTHER***

- SUB-CATEGORY (EXAMPLE: ONE DOLLAR)
- QUANTITY NUMBER OF ITEMS
- DESCRIPTION (WILL BE FILLED IN WHEN CLICKING SPECIFIC SUB-CATEGORY), GIVE DETAILED DESCRIPTION OF ITEM IF NECESSARY
- NOTES/CURRENCY FACE VALUE FACE VALUE OF NOTES/CURRENCY (US CURRENCY ONLY)
- ESTIMATED VALUE FACE VALUE (US CURRENCY ONLY)
- ◆ CLICK SAVE WHEN COMPLETE
- ◆ TO ENTER NEW ITEM, CLICK (ENTER NEW ITEM)
- ◆ WHEN COMPLETE CLICK (ENTER NEW OWNER) OR (CLOSE)

**NOTES:**

1. IF RARE NOTE/CURRENCY HAS ANY SIGNIFICANT VALUE, IT MUST BE LABELED AND PACKAGED SEPARATELY TO BE EASILY IDENTIFIED.
2. US CURRENCY MUST BE SORTED AND QUANTIFIED BY SPECIFIC SUB-CATEGORY. (THEY MUST BE LABELED AND PACKAGED SEPARATELY)
3. YOU MUST LUMP AND QUANTIFY FOREIGN PAPER CURRENCY BY SUB-CATEGORY. (THEY MUST BE LABELED AND PACKAGED SEPARATELY)
4. YOU MUST LUMP AND QUANTIFY FOREIGN COINS BY SUB-CATEGORY. (THEY MUST BE LABELED AND PACKAGED SEPARATELY)
5. COIN SETS MUST BE IDENTIFIED BY SUBCATEGORY (EXAMPLE: ONE MINT SET CONTAINING FIFTY COINS). IF YOU DO NOT HAVE A HIGHER ESTIMATED VALUE, THE FACE VALUE OF THE ENTIRE SET SHOULD BE ENTERED FOR THE VALUE AS PRESENTED.
6. FOREIGN PAPER AND COINS ARE NOT REQUIRED TO INPUT FACE VALUE OR ESTIMATED VALUE, PLEASE ENTER \$.01.
7. **CASH MUST BE MAINTAINED IN ITS ORIGINAL FORM, AND NOT CO-MINGLED WITH CASH OF OTHER OWNERS. IT MUST NOT BE CONVERTED TO ANY OTHER CASH INSTRUMENTS.**

**CATEGORY**

**SUB-CATEGORY**

**(6) JEWELRY**

**WATCH, RING, CHAIN, CHARM, EARRING, NECKLACE,  
BRACELET, PENDANT, CUFFLINK, TIE TACK, PIN, LOCKET  
ANKLET, OTHER**

- SUB-CATEGORY (EXAMPLE: WATCH)
- QUANTITY NUMBER OF ITEMS
- DESCRIPTION (WILL BE FILLED IN WHEN CLICKING SPECIFIC SUB-CATEGORY),  
GIVE DETAILED DESCRIPTION OF ITEM IF NECESSARY
- ESTIMATED VALUE ESTIMATED VALUE OF ITEM (AMOUNT MUST BE GREATER THAN  
ZERO)

- ◆ CLICK SAVE WHEN COMPLETE
- ◆ TO ENTER NEW ITEM, CLICK (ENTER NEW ITEM)
- ◆ WHEN COMPLETE CLICK (ENTER NEW OWNER) OR (CLOSE)

**NOTES:**

1. IF THE JEWELRY HAS ANY SIGNIFICANT VALUE, IT MUST BE LABELED AND  
PACKAGED SEPARATELY TO BE EASILY IDENTIFIED.
2. IF THE JEWELRY IS OF LITTLE VALUE IT CAN BE LUMPED AND QUANTIFIED  
(EXAMPLE: 10 TIE TACKS AND 5 BANGLE BRACELETS. SUBCATEGORY: OTHER,  
QUANTITY: 15, DESCRIPTION: "VARIOUS JEWELRY", ESTIMATED VALUE: \$2.00).

**CATEGORY**

**SUB-CATEGORY**

**(7) COLLECTIBLES**

**WAR MEMORABILIA, HISTORICAL LETTER, HISTORICAL  
PICTURE, MAGAZINE, RECORD, OTHER**

- SUB-CATEGORY (EXAMPLE: WAR MEMORABILIA)
- QUANTITY **(THIS SHOULD ALWAYS BE 1)**
- DESCRIPTION (WILL BE FILLED IN WHEN CLICK SPECIFIC SUB-CATEGORY),  
GIVE DETAILED DESCRIPTION OF ITEM IF NECESSARY
- ESTIMATED VALUE ESTIMATED VALUE OF ITEM (AMOUNT MUST BE GREATER  
THAN ZERO)
  - ◆ CLICK SAVE WHEN COMPLETE
  - ◆ TO ENTER NEW ITEM, CLICK (ENTER NEW ITEM)
  - ◆ WHEN COMPLETE CLICK (ENTER NEW OWNER) OR (CLOSE)

**NOTE:**

1. ALL COLLECTIBLES MUST BE IDENTIFIED INDIVIDUALLY.

**CATEGORY**

**SUB-CATEGORY**

**(8) MISCELLANEOUS**

***CHIPS / TOKENS, SILVERWARE, TOOL, GLASSWARE,  
DISH, RADIO, CAMERA, OTHER***

- SUB-CATEGORY (EXAMPLE: SILVERWARE)
- QUANTITY NUMBER OF ITEMS
- DESCRIPTION (WILL BE FILLED IN WHEN CLICK SPECIFIC SUB-CATEGORY),  
GIVE DETAILED DESCRIPTION OF ITEM IF NECESSARY
- ESTIMATED VALUE ESTIMATED VALUE OF ITEM (AMOUNT MUST BE GREATER  
THAN ZERO)
  - ◆ CLICK SAVE WHEN COMPLETE
  - ◆ TO ENTER NEW ITEM, CLICK (ENTER NEW ITEM)
  - ◆ WHEN COMPLETE CLICK (ENTER NEW OWNER) OR (CLOSE)

**NOTE:**

1. FOR THE SUBCATEGORY “SILVERWARE”, ALL ITEMS MUST BE LUMPED TOGETHER  
AS ONE ITEM. THE QUANTITY IS THE NUMBER OF PIECES.

**CATEGORY**

**SUB-CATEGORY**

**(9) STAMPS**

**AMERICAN STAMP, FOREIGN STAMP, OTHER**

- SUB-CATEGORY (EXAMPLE: AMERICAN STAMP)
- QUANTITY NUMBER OF ITEMS
- DESCRIPTION (WILL BE FILLED IN WHEN CLICK SPECIFIC SUB-CATEGORY),  
GIVE DETAILED DESCRIPTION OF ITEM IF NECESSARY
- ESTIMATED VALUE ESTIMATED VALUE OF ITEM (AMOUNT MUST BE GREATER  
THAN ZERO)
  - ◆ CLICK SAVE WHEN COMPLETE
  - ◆ TO ENTER NEW ITEM, CLICK (ENTER NEW ITEM)
  - ◆ WHEN COMPLETE CLICK (ENTER NEW OWNER) OR (CLOSE)

**NOTES:**

1. STAMP SETS MUST BE REPORTED AS ONE ITEM. QUANTIFY THE NUMBER OF STAMPS IN EACH SET IN THE DESCRIPTION. THE ESTIMATED VALUE IS FOR THE ENTIRE SET AS PRESENTED.
2. IF ONE STAMP IS DETERMINED TO BE OF SIGNIFICANT VALUE, IT MUST BE LABELED AND PACKAGED SEPARATELY TO BE EASILY IDENTIFIED.
3. LOOSE STAMPS SHOULD BE GROUPED AND IDENTIFIED BY SUBCATEGORY. THE NUMBER OF STAMPS MUST BE PLACED IN THE QUANTITY FIELD. IN THE DESCRIPTION FIELD, "VARIOUS" SHOULD BE ENTERED.

**CATEGORY**

**SUB-CATEGORY**

**(10) GEMS / METALS**

**GOLD INGOT, SILVER INGOT, SILVERTONE BAR,  
GOLDTONE BAR LOOSE PRECIOUS STONE / COLOR,  
OTHER**

- SUB-CATEGORY (EXAMPLE: GOLD INGOT)
- QUANTITY NUMBER OF ITEMS
- DESCRIPTION (WILL BE FILLED IN WHEN CLICK SPECIFIC SUB-CATEGORY),  
GIVE DETAILED DESCRIPTION OF ITEM IF NECESSARY
- ESTIMATED VALUE ESTIMATED VALUE OF ITEM (AMOUNT MUST BE GREATER  
THAN ZERO)
  - ◆ CLICK SAVE WHEN COMPLETE
  - ◆ TO ENTER NEW ITEM, CLICK (ENTER NEW ITEM)
  - ◆ WHEN COMPLETE CLICK (ENTER NEW OWNER) OR (CLOSE)

**NOTE:**

1. IF THE GEM/METAL HAS ANY SIGNIFICANT VALUE, IT MUST BE LABELED AND PACKAGED  
SEPARATELY TO BE EASILY IDENTIFIED.

**CATEGORY**

**(11) US SAVINGS BOND**

**SUB-CATEGORY**

**US SAVINGS BOND**

- SUB-CATEGORY (EXAMPLE: US SAVINGS BOND)
- QUANTITY **(THIS SHOULD ALWAYS BE 1)**
- DESCRIPTION (WILL BE FILLED IN WHEN CLICKING SPECIFIC SUB-CATEGORY),  
GIVE DETAILED DESCRIPTION OF ITEM IF NECESSARY
- TITLE INDIVIDUAL'S NAME ON BOND
- DENOMINATION AMOUNT OF BOND
- ESTIMATED VALUE FACE VALUE OF BOND

- ◆ CLICK SAVE WHEN COMPLETE
- ◆ TO ENTER NEW ITEM, CLICK (ENTER NEW ITEM)
- ◆ WHEN COMPLETE CLICK (ENTER NEW OWNER) OR (CLOSE)

CATEGORY

SUB-CATEGORY

**(12) WILLS / IMPORTANT PAPERS**

**WILL, LIFE INSURANCE POLICY, PASSBOOK,  
BIRTH CERTIFICATE, CONTRACT, PASSPORT  
DRIVERS LICENSE, S.S.CARD, OTHER**

- SUB-CATEGORY (EXAMPLE: WILL)
- QUANTITY NUMBER OF ITEMS
- DESCRIPTION (WILL BE FILLED IN WHEN CLICKING SPECIFIC SUB-CATEGORY),  
GIVE DETAILED DESCRIPTION OF ITEM IF NECESSARY
  - ◆ CLICK SAVE WHEN COMPLETE
  - ◆ TO ENTER NEW ITEM, CLICK (ENTER NEW ITEM)
  - ◆ WHEN COMPLETE CLICK (ENTER NEW OWNER) OR (CLOSE)

**NOTES:**

1. NO ESTIMATED VALUE IS NECESSARY.
2. MUST BE SORTED AND QUANTIFIED BY SPECIFIC SUB-CATEGORY.
3. **ONLY ONE IMPORTANT PAPER SHOULD BE NOTED IN THIS CATEGORY, ALL OTHER PAPERS CAN BE GROUPED TOGETHER AND LISTED IN CATEGORY 13 UNDER WORTHLESS.**
4. IN THE DESCRIPTION FIELD GIVE DETAIL OF THE DOCUMENT. THIS INFORMATION WILL BE OF ASSISTANCE IN PROVING OWNERSHIP BY THE STATE.

**CATEGORY**

**SUB-CATEGORY**

**(13) WORTHLESS**

***MISCELLANEOUS PAPER, CREDIT CARD, KEY, FAMILY PICTURE, JEWELRY CASE, BOX, MAKE UP, FOOD, DENTURES, EYEGLASSES, PROSTHETIC DEVICES, TRINKETS, ASHTRAYS, PAPERWEIGHTS, TEXTBOOKS, NOTEBOOKS, NEWSPAPERS / MAGAZINES, CANCELLED CHECKS, OTHER***

- SUB-CATEGORY (EXAMPLE: CREDIT CARD)
- DESCRIPTION (WILL BE FILLED IN WHEN CLICKING SPECIFIC SUB-CATEGORY),  
GIVE DETAILED DESCRIPTION OF ITEM IF NECESSARY
  - ◆ CLICK SAVE WHEN COMPLETE
  - ◆ TO ENTER NEW ITEM, CLICK (ENTER NEW ITEM)
  - ◆ WHEN COMPLETE CLICK (ENTER NEW OWNER) OR (CLOSE)

**NOTES:**

1. NO QUANTITY IS REQUIRED.
2. WORTHLESS ITEMS CAN BE LUMPED TOGETHER AS SUCH.
3. MISCELLANEOUS PAPERS CAN BE LUMPED TOGETHER WITHOUT DETAILING WHAT THE DOCUMENT IS.



State of New Jersey  
DEPARTMENT OF THE TREASURY  
UNCLAIMED PROPERTY  
PO Box 446  
TRENTON NJ 08695-0446

JAMES E. McGREEVEY  
GOVERNOR

JOHN E. McCORMAC, CPA  
STATE TREASURER

*In reply to:  
Audit Section  
Unclaimed Property*

**To All Holders of Safekeeping Contents:**

The following procedures must be followed if contraband items are found and they meet the abandonment criteria:

**1. Guns, Bullets, or Contraband found by Holders at time of Drilling**

*If weapons or contraband items (guns, bullets, knives over 41/2 inches long, illegal drugs, etc.) are found at the time of drilling, the Holder should immediately notify the local police regarding the weapon. Do not wait 5 years to turn the property over to the State! The Holder should document that the local authorities were contacted and the following information must be documented:*

- (a) Name of Holder and person reporting property to authorities.
- (b) Owner(s) name and address of safekeeping contents.
- (c) Box No. of safekeeping contents.
- (d) Type of property and description of property.
- (e) Local authority's name, name of police officer and badge number.
- (f) Date authority contacted.
- (g) Signature of witnesses and document must be notarized.
- (h) If confiscated, date confiscated.
- (i) Copy of documents must be kept with:
  - 1) safekeeping reports
  - 2) original safekeeping contents

**If the weapon is not confiscated then:**

- 1. Follow instructions (a) to (i) listed above;
- 2. Date gun/weapon returned and signature of person returning item should be documented;
- 3. If a gun/weapon is found, then local police should disarm gun/weapon;
- 4. The gun/weapon must be kept separate from original safekeeping contents.
- 5. Documentation **must** be kept with:
  - a) safekeeping reports
  - b) original safekeeping contents
  - c) box with contraband